

TOSHIBA

Strata[®]DK

Liquid Crystal Display Telephone

Strata DK24, DK56 & DK96

User Guide

Release 2

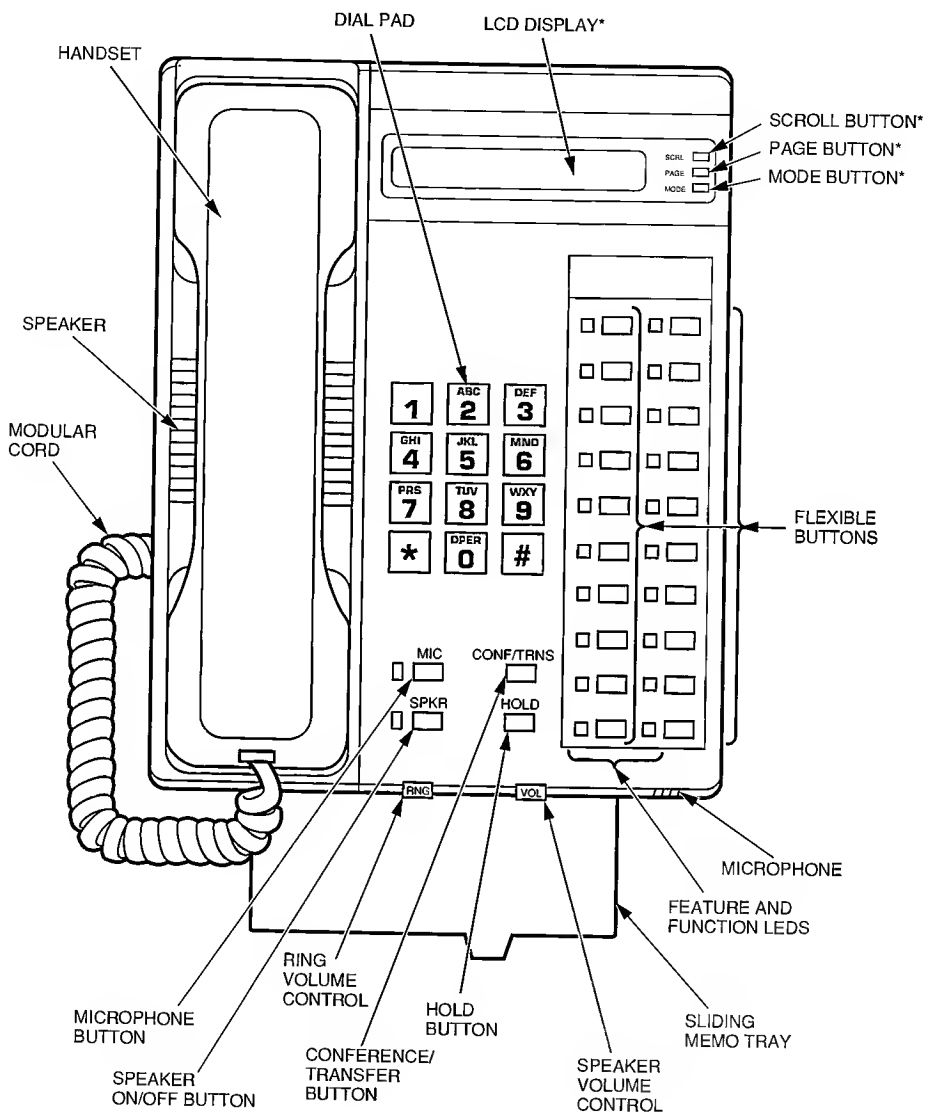
Digital Key Telephone Systems

The Full Featured

Digital Key Telephone System

for the Growing Office





*AVAILABLE ON LCD MODEL ONLY

20-button—Liquid Crystal Display Telephone

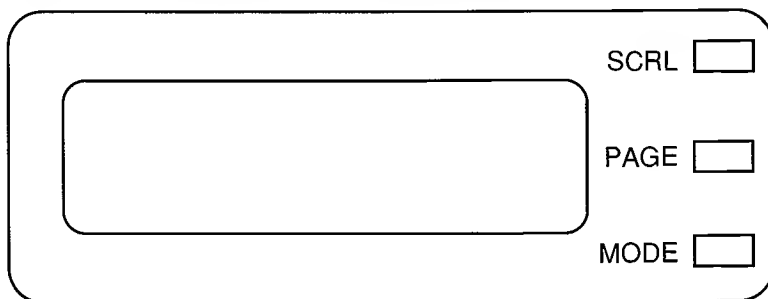
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†*Release 2 only.*

LIQUID CRYSTAL DISPLAY

In its idle state, the 32-character Liquid Crystal Display (LCD) feature on your electronic telephone gives you an accurate desk clock and calendar combination. When you have an outside call in progress, an elapsed time display gives a constant reminder of the call duration. In addition, a variety of information displays and feature prompting make your call handling more efficient. Alphanumeric messaging capability is also provided. All display functions occur automatically as call processing proceeds.



The uses of the three buttons shown above are:

SCRL: 1) Scrolls through message waiting numbers.

2) Scrolls through the speed dial digits (if more than 16 digits) when in mode 8.

PAGE: 1) Changes BLF groups.

2) Used by station 200 to record a user NAME/NUMBER for another station. Station 200 must be an LCD electronic telephone to record NAME/NUMBER display for any other station type.

3) Changes displays (date/time, elapsed time, message, call forward, dialed number).

4) Scrolls through speed dial numbers when using mode 8.

MODE: 1) To enter/exit various mode functions (see below).

2) To cancel beeping tone when using timed reminders.

LIQUID CRYSTAL DISPLAY (continued)

MODE DEFINITION

MODE 0: Used to exit another mode and return to clock/calendar display.

MODE 1: Busy lamp field display.

MODE 4: Called station messaging.

MODE 8: Speed dial number check and memo dialing.

SUMMARY OF LCD FUNCTIONS

Type

When Displayed

A) Date/Time

NO. NNN
MAY 24 MON 12:05

Idle Telephone

NOTE:

The date/time is adjusted on a system-wide basis by the station located in port 00 (usually station 200).

B) CO Line Number

1) Incoming Call

NO. NNN
LINE 10 RINGING

Incoming CO call—If your station is programmed for incoming ringing on that CO line.

Transferred CO call—CO line is transferred to your station in the ringing state by another station.

Camped-on CO call—CO line was camped-on to your busy station and rings your station when you hang up.

SUMMARY OF LCD FUNCTIONS (continued)

- 2) When call is answered

NO. NNN
ANSWERED LINE 10

The display changes to indicate calling status.

- 3) Hold

HOLD LINE 10
JAN 01 SUN 12:19

You have put a CO line call on hold at your station.

- 4) Hold Recall

HOLD LINE NNN
LINE 10 RECALL

Held call automatically recalls your station after a programmed period of time.

- 5) Outgoing

NO. NNN
USING LINE 6

When you manually select a CO line, it is displayed. This display is replaced by the dialed number as you dial.

- 6) CO Line Queuing
(Callback)

NO. NNN
LINE 3 ACB

When the CO line queuing feature rings back to your station with an available CO line, that line number will be displayed.

C) Automatic Line Selection

- 1) Intercom Line

NO. NNN
INT

If your station automatically accesses an intercom line when you go off-hook, "INT" is displayed.

- 2) CO Line

NO. NNN
USING LINE 11

If your station automatically accesses a CO line when you go off-hook, the number of the seized CO line is displayed.

SUMMARY OF LCD FUNCTIONS (continued)

3) Dial Access Code

NO. NNN USING LINE 20

When you access a CO line by dialing a CO line group access code, the accessed CO line number is displayed.

D) Dialed Number

1) CO Line

NO. NNN 5551374

The digits are displayed as you dial over either a CO line or the intercom using:

- Manual dialing
- Automatic dialing
- Repeat last number dialed
- Saved number redial

2) Intercom

NO. NNN 201

NOTE:

If you are calling on a CO line, the display will automatically change from dialed number to elapsed time after a programmed period of time.

E) Elapsed Time

NO. NNN 00:13:23

While you are making an outgoing CO line call, the elapsed time of the call is displayed. Elapsed time automatically replaces the dialed number on the display after a programmed period of time. (Timing begins when a **CO** button is pressed.)

NOTES:

1. On a CO line call, the display can be alternated between date/time, elapsed time, and dialed number by pressing the **PAGE** button.
2. Elapsed time is displayed for 15 seconds after you hang up, and then changes automatically to date/time.

SUMMARY OF LCD FUNCTIONS (continued)

F) Calling Number-Intercom

NO. NNN NNN CALLING

When you receive an intercom call, the calling station's number is displayed.

G) Call Pickup

NO. NNN 200 CALL 201

When you pick up an intercom call, the calling station's number is displayed on the left and the station number called is displayed on the right.

NO. NNN NNN PICKUP NNN

Your LCD telephone displays information noting that your call to station NNN was picked up by station NNN.

H) Overrides

1) Busy Override

NO. NNN NNN BUSY OVR

When you activate the override feature after calling a busy station, the station number and the feature are displayed.

NO. NNN NNN BUSY OVR

Your LCD telephone displays the number of a station initiating override when you are on the telephone. The number will remain displayed until override is disconnected.

2) Executive Override

NO. NNN NNN EXEC OVRD

When you initiate executive override, your LCD telephone displays the number of the station that is overridden. The station that receives the override displays your station number. The number will remain displayed until the call is ended.

SUMMARY OF LCD FUNCTIONS (continued)

3) Do Not Disturb (DND) Override

NO. NNN INT NNN DND

The station you have called is in the do not disturb mode.

NO. NNN NNN DND OVR

When you initiate do not disturb override, the station number you have overridden is displayed.

NO. NNN NNN DND OVR

When another station overrides do not disturb at your station, its number is displayed. (The display remains until the end of override.)

4) Privacy Override

NO. NNN NNN PRV OVR

When a station presses a busy line button to enter an existing conversation: The station that initiates the override displays the CO line identification on the LCD. The overridden station's LCD displays initiating station's number. (The display remains until the end of the call.)

1) Automatic Callback (ACB)

NO. NNN INT NNN ACB SET

When you set automatic callback at a busy station, its number is displayed.

NO. NNN NNN ACB

When you receive an automatic callback, the station number you called is displayed.

NO. NNN LINE 10 ACB

When you receive an automatic callback for a CO line, the seized line's number is displayed.

SUMMARY OF LCD FUNCTIONS (continued)

3) Do Not Disturb (DND) Override

NO. NNN INT NNN DND

The station you have called is in the do not disturb mode.

NO. NNN NNN DND OVR

When you initiate do not disturb override, the station number you have overridden is displayed.

NO. NNN NNN DND OVR

When another station overrides do not disturb at your station, its number is displayed. (The display remains until the end of override.)

4) Privacy Override

NO. NNN NNN PRV OVR

When a station presses a busy line button to enter an existing conversation: The station that initiates the override displays the CO line identification on the LCD. The overridden station's LCD displays initiating station's number. (The display remains until the end of the call.)

1) Automatic Callback (ACB)

NO. NNN INT NNN ACB SET

When you set automatic callback at a busy station, its number is displayed.

NO. NNN NNN ACB

When you receive an automatic callback, the station number you called is displayed.

NO. NNN LINE 10 ACB

When you receive an automatic callback for a CO line, the seized line's number is displayed.

SUMMARY OF LCD FUNCTIONS (continued)

J) Call Forward

FORWARD TO NNN DATE & TIME

When you initiate any type of call forward, the LCD displays, "CALL FORWARD TO."

After you set call forward, the station number to which your calls will be forwarded is displayed, along with one of the following abbreviations:

CF-AC (Call Forward-All Calls)

CF-BUSY (Call Forward-Busy)†

CF-NA (Call Forward-No Answer)†

CF-B/NA (Call Forward-Busy/No Answer)†

CF-FIXED (Call Forward-Fixed)

NO. NNN NNN

When your call is forwarded to another station, the station you called is shown. It then changes to the station to which your call was forwarded.

NO. NNN NNN CALL NNN

When a call is forwarded to your station, the calling station number is displayed on the left and the station called is displayed on the right.

K) Message Waiting

NO. NNN INT NNN MW SET

When you set message waiting at another station, the number of that station is displayed.

SENT NNN JAN 01 SUN 12:19

When you hang up after setting message waiting at another station, a reminder is shown on the top row of your display.

†Release 2 only

SUMMARY OF LCD FUNCTIONS (continued)

NO. NNN
CALL 203 201 200

Your display will show the numbers of up to three stations that have left messages for you. Four numbers may be stored in message memory (see Recalling Station).

L) Door Phone/Monitor

NO. NNN
DOOR PHONE 1A

When you are called from a door phone, its designating characters are displayed.

NO. NNN
DOOR PHONE 1A

When you call a door phone, its designating characters are displayed.

NOTE:

The door phone designators are NA, NB, and/or NC (N = 1 ~ 4, and indicates which of the 12 possible door phones is calling or is being called).

M) Recalling Station

HOLD LINE 2
LN 2 RECALL NNN

When a transferred call goes unanswered, it will recall to the station that transferred it. The display shows the CO line number and the station number to which it was originally transferred.

N) Message Waiting

NO. NNN
CALL 200 216V+

When a message waiting voice mail is displayed, a "V" will follow the station number. A "+" indicates that there is a station message in memory. Press the **SCRL** button to rotate through the numbers.

O) Off-hook Call Announce

NO. NNN
NNN

When you off-hook call announce to a busy station, your LCD displays the number of that station.

SUMMARY OF LCD FUNCTIONS (continued)

NO. NNN
NN BUSY OVR

When another station off-hook call announces to your station, your LCD displays the number of that station.

P) Least Cost Routing (LCR)

NO. NNN
DIAL TEL NUMBER

When you are making a call via LCR, your display will prompt you to dial a number by displaying, "DIAL TEL NUMBER."

NO. NNN
5833700

As you dial the number, it is shown on your display.

Q) Auto Busy Redial (ABR)

HOLD LINE NN
ABR SET

After setting auto busy redial, your display prompts you that it has been set.

NO. NNN
P583 3700

When the system retrieves the call, your display shows the called number.

When the called station is ringing, your station's COLED (or INTLED) and SPKR LED will flash and a warning beep will sound.

NO. NNN
LINE NN ACB

Your station will display the called number, followed by LINE NN ACB.

R) Intercom Number Display

NO. NNN
INT = NNN

If an access code is entered (INT 4 0 1, CONF 4 0 1 when on a CO line), the programmed intercom number will be displayed.

SUMMARY OF LCD FUNCTIONS (continued)

S) Busy Lamp Field

```
00 0 . . . . 5 . . .  
10 . . . . . 7 . .
```

```
20 . . . . . 7 . .  
30 . . 2 . 4 . . . 9
```

The BLF display indicates, in groups of 10, the last two digits of the station numbers that are busy or set for DND. The top display indicates that stations X00, X05, and X17 are either in use or in DND; the bottom display indicates the same for stations X27, X32, X34, and X39. If the **PAGE** button is pressed, the 00/10 group will change to 10/20, and the busy/DND states of that group of stations will be displayed. The station groups will increment each time the **PAGE** button is pressed, thereby displaying all stations.

T) Speed Dial Memo

```
*11 TOSHIBA  
7145833700
```

When using Speed Dial Memo (mode 8), the name and number are displayed.

TOSHIBA is the memo (up to 12 characters).

714 583 3700 is the number (up to 16 digits).

U) Alphanumeric Messages

```
BACK AT 2PM-CALL  
MEETING FOR 3PM
```

Messages of up to 32 characters may be used in alphanumeric messaging. Messages may either be programmed or set as one-time messages. (Messages may also be used with a timed reminder.)

V) CO Line Identification

```
TOSHIBA TELECOM
```

```
IRVINE TIE LINE
```

The CO lines can be programmed to display an identifying name of up to 16 characters. The name will be displayed on outgoing and incoming calls.

SUMMARY OF LCD FUNCTIONS (continued)

W) LCD NAME/NUMBER Display (Release 2 only)

(Idle station)

NAME/NUMBER
DATE DAY TIME

(Called station)

NO. NNN
NAME/NUMBER

A name or title may be set in memory for each station. When an LCD station is idle, the name displays on the top line of the LCD. When a station calls an LCD station, the name of the calling station displays on the bottom line of the called station's LCD.

BUSY LAMP FIELD (BLF) DISPLAY

TO DISPLAY BLF STATUS ON THE LCD DISPLAY

- 1) Press the **MODE** button.
 - The LCD displays, "MODE NO.?"
- 2) Dial **1**.
- 3) Press the **PAGE** button to rotate BLF groups.

CALL FORWARD DISPLAY

TO SET CALL FORWARD

When any type of call forward is initiated, the "CALL FORWARD TO" prompt displays on the lower row of the LCD.

When your station has call forward set, the LCD displays as shown (NNN = the forward to number).

- 1) Call Forward-All Calls

CF-AC TO: NNN
JAN 26 TUE 01:43

Press **INT 6 0 1** + N N N + **SPKR**
(or **CFAC** + N N N + **CFAC**).

- 2) Call Forward-Busy†

CF-BUSY TO: NNN
JAN 26 TUE 01:43

Press **INT 6 0 2** + N N N + **SPKR**
(or **CFB** + N N N + **CFB**).

- 3) Call Forward-No Answer†

CF-NA TO: NNN
JAN 26 TUE 01:43

Press **INT 6 0 3** + N N N + **SPKR**
(or **CFNA** + N N N + **CFNA**).

†Release 2 only

CALL FORWARD DISPLAY (continued)

- 4) Call Forward-Busy/No Answer†

CF-B/NA TO: NNN
JAN 26 TUE 01:43

Press **INT 6 0 4** + N N N + **SPKR**
(or **CFB/NA** + N N N + **CFB/NA**).

- 5) Call Forward-Fixed

CF-FIXED TO: NNN
JAN 26 TUE 01:43

Press the **CFF** button.

NOTES:

1. To cancel call forward, press **INT 6 0 1** **SPKR** (or press the call forward button used to set call forward).
2. If call forward is set:
 - CO lines that ring at your station **only** will forward (CO lines that ring into more than one station will not forward).
 - CO line calls transferred to your station will forward.
 - Intercom calls will forward.
 - Call forward redirects the station hunt feature.

DATE/TIME/DAY ADJUSTMENT

This operation is possible from port 00 only (usually station 200).

TO SET DATE

- 1) Place handset on-hook.
- 2) Dial **INT 6 5 1**.
- 3) Dial the date (year/month/day) in the format YYMMDD. Enter a leading 0 for any single digit month or day.
- 4) Press the **#** (or **RDL**) button.
 - Listen for confirmation tone.

TO SET TIME

- 1) Place handset on-hook.
- 2) Dial **INT 6 5 2**.
- 3) Dial the time (hour/minute/second) in the 24-hour clock format HHMMSS. Enter a leading 0 for any single digit entered.
- 4) Press the **#** (or **RDL**) button.
 - Listen for confirmation tone.

DATE/TIME/DAY ADJUSTMENT (continued)

TO SET DAY

- 1) Place handset on-hook.
- 2) Dial **INT 6 5 3**.
- 3) Dial the day
 - 1 = Sunday
 - 2 = Monday
 - 3 = Tuesday
 - 4 = Wednesday
 - 5 = Thursday
 - 6 = Friday
 - 7 = Saturday
- 4) Press the **#** (or **RDL**) button.
 - Listen for confirmation tone.

DISA SECURITY CODE ENTER/CHANGE/CANCEL

From designated station(s) only.

TO STORE NEW DISA SECURITY CODE

NO. XXX
□□□ ID CODE SET

- 1) Press the **INT** button and dial □ □ □¹ (3-digit access code).
 - Receive confirmation tone.

NO. XXX
DATA PROGRAMMED

- 2) Dial the new DISA security code (□ . . . □).²
- 3) Press the **#** button.
 - Receive confirmation tone.

NOTES:

1. For security purposes, the 3-digit access code is not given in this guide. It is available from your telephone system supplier.
2. The DISA security code can be 1 ~ 15 digits.
3. To cancel the DISA code, complete steps 1 and 3, skipping step 2. If the DISA code is canceled, outgoing access of CO lines on DISA calls will not require a security code.

LCD NAME/NUMBER DISPLAY†

This feature allows you to store a title (such as your name, telephone number, location, etc.) in system memory. This title (i.e., LOBBY) will display on your station's LCD while it is idle, and it will appear at other stations' LCDs when they are called from your station. Name display information for non-LCD telephones or Voice mail/Auto Attendent devices may be stored from station 200. When NAME/NUMBER is recorded for non-LCD telephones or other devices, their NAME/NUMBER is displayed on LCD telephones when called.

TO ENTER NAME/NUMBER INFORMATION FROM YOUR STATION

- 1) Press the **INT** button and dial **6 2 1**.
 - "USER NAME?" will appear on the upper line of the LCD.
 - Current information will appear on the lower line of the LCD.

USER NAME? TOSHIBA EXT. 200

- 2) Enter the new information via the dialpad (refer to Record LCD Messages for method).
 - Up to 16 characters can be recorded.
- 3) Press the **SPKR** button.
 - The new information is stored.

TOSHIBA EXT. 200 DATE DAY TIME

TO CLEAR NAME/NUMBER DISPLAY

Press the **INT** button, dial **6 2 0** and press the **SPKR** button.

- Listen for confirmation tone, then busy tone.

During clear:

NO. XXX USER NAME RESET

After clear:

NO. XXX DATE DAY TIME

†Release 2 only

LCD NAME DISPLAY† (continued)

NOTES:

1. Your title will appear on the LCD during direct intercom, forwarded, and hunted calls. On override or OCA calls, the LCD will not display the title.
2. After a name is cleared, it may be redisplayed at anytime by dialing **INT 6 2 1**.
3. A name is displaced by message and call forward settings if they are set.
4. To erase NAME/NUMBER information from memory, repeat steps 1 ~ 3 above and enter blanks in step 2. Blanks are entered by pressing **1** in the alpha mode.

TO ENTER NAME/NUMBER INFORMATION FOR ANOTHER STATION OR VOICE MAIL DEVICE FROM STATION 200

- 1) Press the **INT** button and dial **6 2 1**.
 - "USER NAME?" will appear on the upper line of the LCD.
 - Current information for station 200 will appear on the lower line of the LCD.

USER NAME? TOSHIBA EXT.200

- 2) Press the **PAGE** button.
 - The LCD displays "DEST. EKT NO.?"
- 3) Dial the intercom number (NNN) of which the NAME/NUMBER information is to be recorded: Dial **NNN**.
 - The LCD displays "DEST EKT NO. NNN".
- 4) Press the **PAGE** button.
 - "USER NAME?" will appear on the upper line of the LCD.
 - Current information for station NNN will appear on the lower line of the LCD.
- 5) Enter the new information via the dialpad (refer to Record LCD Message method).
 - Up to 16 characters can be recorded.
- 6) Press the **SPKR** button.
 - The new information is stored and appears on the top line of station NNN's LCD.
 - Station 200's LCD returns to the normal idle display.

†Release 2 only

LCD NAME DISPLAY† (continued)

NOTE:

1. To erase the NAME/NUMBER information of another station from station 200, repeat steps 1 ~ 6 above and enter blanks in step 5. Blanks are entered by pressing **1** in the alpha mode.
2. Station NNN may set and clear the NAME/NUMBER feature anytime:
 - Set: **INT 6 2 1**
 - Clear: **INT 6 2 0**, "clear" eliminates the display when calling, but does not erase it from memory; only station 200 can erase the NAME/NUMBER of a non-LCD station.

MESSAGE ADMINISTRATION FUNCTIONS

ADDING TO A PREPROGRAMMED MESSAGE

When you select a message, it appears on your station display. A cursor (—) also appears immediately to the right of the last letter in the message. You can now input additional information (up to a total of 32 digits for each message). Some system messages may expect you to add more information. For example:

- 1) CALL _____
 - Add a station or outside telephone number.
- 2) BACK AT _____
 - Add the time you will return.
- 3) RETURN AT _____
 - Add the date you will return.

NOTE:

Refer to Recording a Message for adding to a preprogrammed message.

† **Release 2** only

MESSAGE ADMINISTRATION FUNCTIONS (continued)

EDITING OR SETTING A NEW CALLING STATION MESSAGE

You can set a completely new, personalized message by overwriting any of the existing preprogrammed messages. To do this, simply call up one of the messages as explained previously. When the cursor appears to the right of the message, shift it to the left margin and write your new message over the preprogrammed one. The new message will remain on your station until canceled. It will then be erased and the original preprogrammed message will be restored.*

NOTE:

Refer to Recording a Message for leaving a new message at your station.

**Messages 60 ~ 99 will be erased. Messages 10 ~ 19 will remain in memory until changed.*

PREPROGRAMMING SYSTEM MESSAGES

System messages can only be programmed or permanently changed at port 00, station number _____. Five preprogrammed messages are automatically stored in memory when the Alphanumeric Messaging with LCD feature is initialized.

60) OUT TO LUNCH

61) IN A MEETING

62) CALL _____

63) BACK AT _____

64) RETURN ON _____

You can use these messages and add 35 more messages designed specifically for your system, or you can overwrite the initialized messages and program up to 10 of your own. Any messages programmed at port 00 will remain in memory until canceled from port 00 or until the system is reinitialized. After reinitialization, only the original five messages will be in memory.

System messages are written and stored in memory as explained in Storing a Message.

MESSAGE ADMINISTRATION FUNCTIONS (continued)

RECORDING A MESSAGE

Use this procedure to enter the characters of a personal message (10 ~ 19) or system message (60 ~ 99), to add to a preprogrammed message, or to edit and set a new message. After calling up a message on your display (see Storing a Message, steps 1 and 2), perform one of the following procedures:

TO RECORD A MESSAGE

- 1) Press the **#** button to access alpha characters. Refer to Figure 1 for an explanation of the dialpad buttons.
- 2) Move the cursor (—) to the desired position (the left edge of the display for a new message, or two spaces to the right of the preprogrammed message to add information).
- 3) Press the button that has the letter you want to enter. Use the **0** button to shift from letter to letter on the button. For example:
 - If you press **3**, a D will be displayed. By pressing **0**, the D is changed to E. By pressing **0** again, the E is changed to F. Press **0** again and the F changes to D.
 - To enter a space, press **1**.
- 4) If you want to enter a number, press the **#** button to change to numeric characters. Numbers are also entered on the dialpad. Press the **#** button again to return to alpha characters.
- 5) The following special characters are set by pressing **1** and then pressing **0** to step through the available characters:

Q, Z, :, -, +, /.

- 6) When the message is complete, press the **MSG** button (or, if you do not have a **MSG** button, press the **SPKR** button).
 - Your message is now stored on your station.

MESSAGE ADMINISTRATION FUNCTIONS (continued)

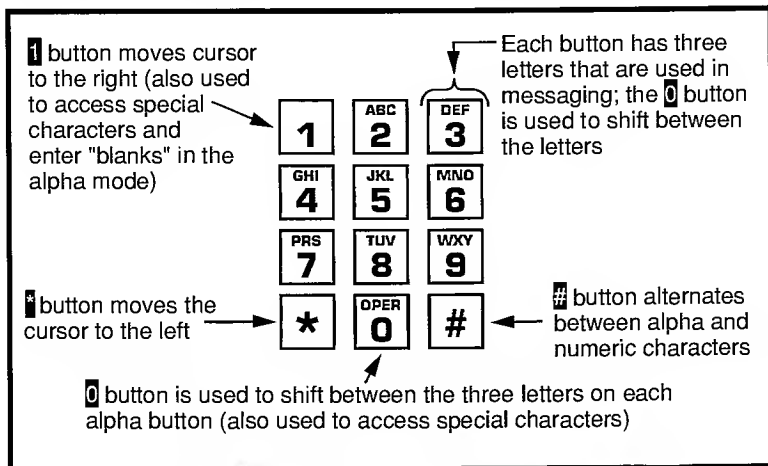


FIGURE 1 – DIALPAD INFORMATION

STORING A MESSAGE

TO STORE A MESSAGE

- 1) Press the **MSG** (or **INT 6 8**) button.
 - The MSG LED flashes.
 - LCD displays, "MSG NO.?"
- 2) Dial the 2-digit message number to be stored.
 - Personal (10 ~ 19).
 - System (60 ~ 99 port 00 only).
- 3) Use the Recording a Message procedure to enter the message characters.
- 4) Press the **MSG** (or **SPKR**) button.
 - The MSG LED lights steadily.
 - The LCD displays, "MSG."
- 5) Press the **MSG** (or **INT 6 8 SPKR**) button.
 - The MSG LED goes out.
 - The message is now stored.

MESSAGE SENDING

The Alphanumeric Messaging feature on your LCD electronic telephone enables you to set short text (up to 32 characters) at your station to ensure that you do not miss important calls. Any station may record a message; however, only stations with the LCD are able to display messages. To record messages, see the message administration functions in this guide.

Your system has up to 40 preprogrammed messages that may be sent to other LCD electronic telephones. You can temporarily add to or change any of these messages, in order to leave a personalized message at your station (see Note).

Some stations may record and save up to 10 personal messages to be used for all types of station messaging. This is a station option that is enabled in system programming.

NOTE:

Stored messages and their corresponding message number(s) may be recorded on the record sheet provided in the back of this guide.

CALLED STATION MESSAGING

Your station number and a message indication may be sent to another LCD station. When that station responds, it will receive the message.

TO SET A CALLED STATION MESSAGE

- 1) Dial the station number (station does not answer).
- 2) Press the **MODE** button.
 - The LCD displays, "MODE?"
- 3) Dial **4**.
 - The LCD displays, "MW TO STNNN MSG NO?"
- 4) Enter the desired message number.*
 - The LCD displays the message.
- 5) Press the **MW/FL** button.
 - The LCD displays, "INT NNN MW SET."
- 6) Press the **SPKR** button to release.

MESSAGE SENDING (continued)

- 7) "CALL NNM" is displayed at the called station and the MW/FL LED flashes.
- 8) "SENT NNM" is displayed at your station.

**Personal (10 ~ 19), system (60 ~ 99).*

TO RECEIVE A CALLED STATION MESSAGE

Press the **INT** and **MW/FL** buttons.

CALLING STATION MESSAGING

TO SET A MESSAGE (ON YOUR LCD) THAT WILL BE RECEIVED BY LCD TELEPHONES THAT CALL YOUR TELEPHONE

- 1) Press the **MSG** button.
 - The MSG LED flashes.
 - The LCD displays, "MSG NO.?"
- 2) Dial the number of the message you want (see Note).
 - The selected message is displayed.
- 3) Press the **MSG** button.
 - The MSG LED lights steadily.

NOTE:

Personal (10 ~ 19) and system (60 ~ 99).

TO SET A MESSAGE IF YOU DO NOT HAVE A **MSG** BUTTON

- 1) Press the **INT** button.
 - The INT LED lights.
- 2) Dial **68**.
- 3) Dial the number of the message you want (see Note).
- 4) Press the **SPKR** button.
 - The INT LED goes out (your message is now stored).

NOTE:

Personal (10 ~ 19) and system (60 ~ 99).

TO CANCEL A MESSAGE THAT HAS BEEN SET AT YOUR STATION

Press the **MSG** button.

- The MSG LED goes out.

MESSAGE SENDING (continued)

TO CANCEL A MESSAGE IF YOU DO NOT HAVE A **MSG** BUTTON

- 1) Press the **INT** button.
 - The INT LED lights.
- 2) Dial **68**.
- 3) Press the **SPKR** button.
 - The INT LED goes out.

NOTE:

A personal message (10 ~ 19) will remain stored in memory.

MODE EXIT

TO EXIT ANY MODE

- 1) Press the **MODE** button.
 - The LCD displays, "MODE NO.?"
- 2) Dial **0**.
 - The LCD displays date/day/time.

SPEED DIAL MEMO

Allows an LCD user to program a 12-character name for each of his/her 40 personal speed dial numbers. The memo pad of names may be stepped through to select the appropriate party. Memos may also be added to the 40 system speed dial codes via the station connected to port 00, station number ____.

TO PROGRAM NAMES AND NUMBERS

- 1) Press the **#** ***** buttons.
- 2) Dial the desired speed dial number.
 - The LCD displays, "# * NNN SPEED DIAL."
- 3) Press the **MODE** button.
 - The LCD displays, "* NNN __ SPEED DIAL."
- 4) Enter the name or memo (refer to Recording a Message).
- 5) Press the **MODE** button.
 - The LCD displays, "* NN MEMO SPEED DIAL."

SPEED DIAL MEMO (continued)

- 6) Enter the desired telephone number (16 digits maximum).
- 7) Press the **#** button to record data in memory.

TO DIAL A SPEED DIAL NUMBER

- 1) Press the **MODE** button.
 - The LCD displays, "MODE NO.?"
- 2) Dial **8**.
- 3) Enter the speed dial number (personal or system).
 - The speed dial number appears with name or memo.
- 4) Press the **PAGE** button to select the appropriate number/memo.
- 5) Press any available **CO** button.
- 6) The number is dialed.

NOTES:

1. A station must be enabled via system programming for LCD message memory.
2. Personal speed dial code numbers: 10 ~ 49
3. System, stored from station 200 only: 60 ~ 99
4. Speed dial numbers and memos and their corresponding 2-digit codes may be recorded on the record sheet provided in back of this guide.

TO CHECK A SPEED DIAL NUMBER

- 1) Press **MODE 8**.
- 2) Dial a 2-digit speed dial number (see Note).
 - The speed dial digits are displayed on the LCD.
- 3) If the number is longer than 16 digits, press the **SCRL** button to display the remaining digits.

NOTE:

Personal (10 ~ 19) and system (60 ~ 99).

STATION-TO-STATION MESSAGE WAITING

TO USE STATION-TO-STATION MESSAGE WAITING

- 1) Lift the handset.
- 2) Dial the desired station number.
 - If there is no answer (busy or DND), press the **MW/FL** button (or dial **7**). This causes the MW/FL LED on the called station to flash.
 - The called station's LCD displays the calling station's number.
- 3) The called station user presses the **INT** and **MW/FL** buttons to return the call.
- 4) To clear the MW/FL LED from the called station, press the **MW/FL** button.
- 5) To clear the MW/FL LED from the calling station, press the **INT** button, dial the station number and press the **MW/FL** button twice (or **7 7**).

NOTE:

*Up to four message waiting displays may be stored on the LCD. The station number in the left-most position will be called when the **MW/FL** button is pressed. To rotate the station numbers, press the **SCRL** button. The fourth message is reserved for the Message Center.*

TIMED REMINDERS WITH MEMO

Allows five separate messages to be set at each LCD station. These messages will be displayed at the times (hour and minute) set by the station user. They can either be displayed just once or repeated on a daily basis.

TO SET A TIMED REMINDER WITH MEMO

- 1) Press the **INT** button.
- 2) Dial a 3-digit reminder number (**605** ~ **609**).
 - The LCD displays, "NNN TIMER SET."
- 3) Enter the desired time (24-hour clock format; i.e., HHMM) for the message to be displayed.
- 4) Dial **0** if the message is to be repeated every day, or **1** if it is a one-time message only.

TIMED REMINDERS WITH MEMO (continued)

- 5) Enter the desired message number.*
- 6) Press the **#** button to record the data in memory.
 - Listen for confirmation tone.
 - The message will be displayed at the specified time, and a beeping tone will be heard for 30 seconds (or until it is canceled by pressing the **MODE** button).

** Personal (10 ~ 19) and system (60 ~ 99). The message does not display when setting a timed reminder—it displays when the reminder activates. Messages are set using the Record a Message method.*

VOICE MAIL (VM)

Whenever your station is call forwarded to voice mail, certain digits will automatically be sent to the voice mail unit to direct the call to your mailbox.

TO STORE THE DIGITS TO BE SENT

- 1) Press the **INT** button.
- 2) Dial **6 5 6**.
 - The LCD displays, "6 5 6 ID CODE SET."
- 3) Dial the digits (up to 16) and pauses (**MW/FL**) to be sent.
 - The LCD displays the digits and pauses.
- 4) Press the **#** button to store data.
 - Listen for confirmation tone.

When you want to retrieve your messages from voice mail, certain digits will automatically be sent to the voice mail unit to play back your messages.

TO STORE THE DIGITS TO BE SENT

- 1) Press the **INT** button.
- 2) Dial **6 5 7**.
 - The LCD displays, "6 5 7 ID CODE SET."
- 3) Dial the required digits and pauses to be sent.
 - The LCD displays the data as it is entered.

VOICE MAIL (VM) (continued)

- 4) Press the **#** button to store data.
 - Listen for confirmation tone.

TO RETRIEVE MESSAGES

Press the **INT** and **MW/FL** buttons.

TO CLEAR ALL DIGITS

- 1) Press the **INT** button.
- 2) Dial **6 5 6** or **6 5 7**.
- 3) Press the **#** button.

NOTES:

1. *The above procedures are required for initial VM set-up only. The digits remain in memory until changed.*
2. *Digits are not sent to camped-on VM calls.*

MESSAGE DIRECTORY

Messages are limited to 32 alphanumeric characters and are displayed in two rows of 16.

This directory is provided for reference and recording messages.

Message # _____

Message # _____

Message # _____

Message # _____

Message # _____

Message # _____

USER NAME/NUMBER DIRECTORY†

NAME/NUMBERS are limited to 16 alphanumeric characters and are displayed on the top row of idle LCD stations and the bottom row of called LCD stations.

This directory is provided for station 200 reference and recording of other station NAME/NUMBERS.

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

Station # _____

D	A	T	E		D	A	Y		T	I	M	E			

†Release 2 only

SPEED DIAL MEMO DIRECTORY

Speed Dial memos are limited to 12 characters for the memo (top row of LCD) and 16-digits/pauses for the dial number (bottom row of LCD).

This directory is provided for recording Speed Dial numbers with memos.

* Code: 12-Character Memo: (Example)

*	1	0	-	M	E	M	O		H	E	R	E			
S	P	E	E	D		D	I	A	L	#		H	E	R	E

*			-												

*			-												

*			-												

*			-												

*			-												

* Code: 12-Character Memo:

*			-											

*			-											

*			-											

*			-											

*			-											

*			-											

*			-											

* Code: 12-Character Memo:

*			-										

*			-										

*			-										

*			-										

*			-										

*			-										

*			-										

* Code:

12-Character Memo:

*			-										

*			-										

*			-										

*			-										

*			-										

*			-										

*			-										

* Code: 12-Character Memo:

*			-											

*			-											

*			-											

*			-											

*			-											

*			-											

*			-											

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